

## **MUNICIPALITY OF RICHMOND**

### **PROCEDURAL POLICIES**

**POLICY NAME:**                   **GRANTS TO CHARITABLE AND NOT FOR  
PROFIT ORGANIZATIONS**

**AMENDMENT DATE:**       **MAY 11, 2009**

**PURPOSE:**                   The purpose will be to provide guidance and direction in  
processing applications to Council for community grants.

**POLICY:**

- 1(A).** Applications will not be eligible that are for projects to construct, create, establish, renovate, repair, improve or enhance structures, foundations or buildings.
- 1.** In accordance with the Municipal Government Act, the following shall be eligible for grants or contributions:
- (i) a society within the meaning of the Children and Family Services Act;
  - (ii) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province;
  - (iii) a mental health clinic in receipt of financial assistance from the Province;
  - (iv) an exhibition held by an educational institution in the municipality;
  - (v) a club, association or exhibition within the meaning of the Agriculture and Marketing Act;
  - (va) a Day Care licensed under the Day Care Act;

- (vi) a registered Canadian charitable organization, but the total of the amounts so paid in a fiscal year shall not exceed one per cent of the taxes for general municipal purposes levied by the municipality for that year”;
2. The total of the amounts so paid in a fiscal year shall not exceed 1% of the taxes for general municipal purposes levied by the Municipality for that fiscal year.
  3. Applications must be received by March 1<sup>st</sup>, for inclusion in expenditures for the fiscal year commencing April 1<sup>st</sup> following.
  4. **PROCEDURE:**
    - (1) The applicant must provide evidence of eligibility as defined by the Municipal Government Act and this policy. The group must provide the names and addresses of their officers and principal contacts.
    - (2) **Applicants must complete their project, and submit an application for payment from the Municipality of Richmond, within two years of project approval. Failure to disclose the financial information for the completed project, within the two year period following approval, will result in forfeiture of the grant approved by Council.**
    - (3) The group must provide a written proposal that will provide information on the overall benefit to the community, and also illustrate the amount of community involvement.
    - (4) Applications (copy attached) must include the following:
      - a statement of objectives for the proposal, with priority being given to projects which are integrated into an overall development plan for a community.
      - a work plan should be included indicating starting and completion dates and number of employees in total work weeks involved.
      - a financial breakdown for the project, including materials, labour and other expenses, and other revenues from all sources. The persons responsible for monitoring the project should be identified.
      - Church groups must provide their charitable number.

- (5) A financial statement for the last fiscal year must be included with the application.
- (6) Grants will not exceed 50% of the cost of a project or proposal. The applicant must provide information on the source of funds for the remainder of the project. "In-kind" contributions will not be considered as part of the funding of a project.
- (7) Municipal funds will be distributed to projects upon the applicant demonstrating that the project has been successfully completed, and providing information to the Municipality, to include at a minimum a financial statement showing the revenues and expenditures for the completed project.
- (8) Applicants must agree to present reports or information to Council, at any time requested during the life of the proposal.
- (9) Applicants must agree to publicly acknowledge the municipal grant, when commenting publicly on the funding of their project.

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